

# **Transportation Planning Division Task Assignment TPD - Graham County Alternate Route Study**

## **Study Purpose**

The Arizona Department of Transportation (ADOT), Transportation Planning Division (TPD), is seeking services to conduct the **Graham County Alternate Route Study**. The Study will develop a preliminary assessment of the need for and feasibility of a potential new route connecting the US191 to 70 within the City limits of Safford and/or Graham County area.

The selected consultant shall have primary responsibility for public involvement tasks associated with the Study. The ADOT project manager will maintain communication with ADOT Communication and Community Partnerships regarding public involvement activities.

## **Study Area**

The attached map depicts the study area is included as Attachment A.

## **Administration**

A Technical Advisory Committee (TAC) will be established to closely coordinate and help guide the study. The following agencies are likely to be represented on the TAC.

- Arizona Department of Transportation, Transportation Planning Division
- Arizona Department of Transportation, Safford District
- Arizona Department of Transportation, Environmental Division
- Federal Highway Administration, Arizona Division
- Graham County
- City of Safford
- Southeastern Arizona Governments Organization (SEAGO)
- Town of Pima
- Town of Thatcher

Charlene FitzGerald will serve as the Project Manager. The consultant will confer/meet with the Project Manager on a monthly basis to review study progress, present working papers and study findings, and solicit direction. Regularly scheduled meetings with the TAC will allow the consultant to build and maintain the close working relationship essential for the project's success. All working papers and reports will be considered complete upon approval of the Arizona Department of Transportation.

## Task Assignments

At a minimum, the Consultant shall be responsible for the following tasks:

- Work Task 1.**      **Work Plan:** Develop a detailed work plan for the study, and document the following:
- Refinement of the study area boundary.
  - A detailed scope of work, including a plan for public involvement.
  - Project Schedule
  - Staffing requirements
- Public Involvement Plan:** Develop a detailed public involvement plan for the study, including activities for engaging the public and other relevant stakeholders.
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- Work Task 2.**      **Working Paper 1: Describe existing and future conditions in the study area**
- A. Existing conditions:*
- Conduct a field review of the study area.
  - Identify and provide a general description of all studies and existing data relevant to the study area. This should include completed, ongoing, and proposed studies.
  - Prepare an inventory and evaluation of current land use patterns, travel data, major freight facilities, access management policies, road conditions, crash history, current levels of service and safety, characteristics of the physical, natural and cultural environments and socioeconomic characteristics. Evaluate data, estimates, and projections from relevant existing sources.
- B. Future conditions:*
- Develop a travel demand forecast to determine the expected level of utilization of a potential connector route by commercial and passenger over a 10, 20 and 30 year time horizon by commercial and passenger vehicles. Utilize current and historical traffic count data along US 191.
  - Based on the travel demand forecasts and data collected from various sources, project future conditions within the study area.

**Work Task 3.**

**Working Paper 2: Determination of Need and Feasibility**

**A. Determine the potential need for a new connector corridor within the study area; identify and evaluate corridor alternatives.**

- Develop criteria for determining the need for a new connector corridor.
- Review and analyze any existing, planned or identified proposed corridors.
- Develop a list of potential alternative corridors; a corridor should be considered a broad general location in which a future roadway may be located.
- Using generally accepted planning criteria, analyze advantages and disadvantages of the identified corridor alternatives.

**B. If need is determined, conduct a “fatal flaw” analysis of feasibility for the corridor alternatives.**

- Conduct a planning-level scan of engineering and environmental factors, community concerns, and other issues to identify potential “fatal flaws” and other major challenges.

**Work Task 4.**

**Working Paper 3: Preferred Corridor**

- Based on need and feasibility, identify the preferred corridor. Develop an appropriate cross section and roadway type for the ultimate facility based on defined planning objectives, ADOT policies, and estimated 10, 20 and 30 year travel demand.
- Develop a general cost estimate for implementing the preferred corridor. Identify available public funding mechanisms for the US191 connector corridor, and evaluate alternative methods or combination of methods of funding.

**Work Task 5.**

**Final Report and Executive Summary.** The draft final report and executive summary will include the following.

- Compilation of Working Papers 1 through 3.
- Summary Reports that document the public involvement process.

## Study Products

The culminating product of the Study will be the Final Report. The following is a listing of milestone documents:

- **Working Paper 1:** Describe existing and future conditions in the study area (Work Task 2).
- **Working Paper 2:** Determination of Need and Feasibility. ( Work Task 3)
- **Working Paper 3:** Preferred Corridor Alternative (Work Task 4).
- **Final Report and Executive Summary** (Work Task 5).

Copies of each working paper produced will be distributed to the Technical Advisory Committee (TAC). The Consultant will be responsible for distributing each paper to the committee.

The Consultant will also be responsible for distributing a final report, executive summary, and CD to all members of the TAC. The Consultant will also submit 10 copies of the final report, 12 copies of the executive summary, and 12 CD copies to the ADOT Project Manager. Study documents should be prepared using Microsoft Windows: Word for word processing, Excel for spreadsheets, and Power Point for graphics. Study products and other documentation should be submitted on paper and through e-mail in Acrobat PDF format. All materials collected and developed for this study will be delivered to ADOT upon completion of the study. This includes collected data, models, and written documents.

## Responsibilities:

In addition to the tasks and deliverables described in this document, the **Consultant** will be responsible for:

- Participating as a member of the study team in developing all materials used in public involvement activities, to include but not be limited to: public meetings, forums, and stakeholder meetings.
- Providing the technical information needed to produce materials for all outreach activities.
- Taking minutes of all public meetings and stakeholder meetings/interviews.
- Documenting the outreach process in a *Stakeholder Outreach Summary Report*. The report will include any advertisements and press releases distributed prior to the meetings, mailing list; handouts, comments received at each meeting, and associated responses to each comment.
- Attending meetings with the TAC, stakeholders, the public, and others as needed to perform the study tasks.
- Attending the remainder of the US 191 DCR meetings.
- Scheduling meetings.

- Contracting for meeting locations.
- Developing meeting notices. Draft materials will be submitted to the ADOT project manager for review and approval a minimum seven days prior to publication deadlines.
- Developing and placing newspaper ads, if needed. Draft materials will be submitted to the ADOT project manager for review and approval a minimum of seven days prior to publication deadlines.
- Providing relevant data and materials for inclusion in the *Stakeholder Outreach Summary Report*.

In general, the **ADOT project manager** will be responsible for:

- Participating as a member of the study team in developing all materials used in public involvement activities, to include but not be limited to: public meetings, forums, and stakeholder meetings.
- Overall management of the study, including the review and final approval of all materials produced by the study.
- Coordinating with the study team regarding all aspects of the outreach process.
- Providing technical input and administrative guidance, as needed, to the study team.
- Communicating with the TAC regarding meetings, review of working papers, etc.

**The Study shall be considered complete upon approval of the Arizona Department of Transportation.**

### **Task Assignment Proposal**

The proposal and supporting materials are to be arranged in the following order. Maximum number of 50 pages is allowed for this proposal. (11 copies)

**1. Identification:** The title sheet or equivalent shall include a short title for the proposed study; the names and business addresses of the organization(s) that will conduct the work; and the name, title, mailing address and telephone number of the project manager.

### **2. Table of Contents**

**3. Project Work Plan:** Overall, the work plan should reflect the firm's intent, creativity, and understanding of the **Graham County Alternate Route Study**.

- a. **Introduction:** Clearly and concisely communicate the firm's understanding of the State's needs and objectives regarding this study. Discuss situational elements that are unique and/or present major challenges.

**b. Approach:** Clearly define the proposed approach and the specific products that will result. Describe in detail the work tasks to be conducted. Include not only what the study will accomplish, but how. Describe the study methodology in sufficient detail to permit an objective evaluation of the proposal.

**c. Organization:** Present an **organizational chart** that identifies the project manager and team members by name and role. Also present a **list of suggested milestones and a proposed fee for each milestone** based on billing rates and direct costs per On-Call Contract T04-4900001. Any change in the project team at any time must have the prior approval of the ADOT project manager. Below is a list of suggested milestones:

- Work Task 1
- Working Paper 1
- Working Paper 2
- Working Paper 3
- Final Report and Executive Summary

**4. Presentation of Anticipated Products:** Show how the results of the study will be reported and presented.

**5. Qualifications and Experience:** For the convenience of the selection committee, state the relevant qualifications and experience of each project team member.

**6. Schedule:** Provide bar charts to illustrate the scheduling and interrelationships among the major study tasks.

**7. Progress Reporting Procedures:** Indicate the format of the monthly reporting procedure to which the project team will adhere. The monthly progress report with an updated schedule is limited to two pages and will include at least the following:

- Specific activities that were completed
- Information generated
- Contacts made
- Percentage of the study completed to date by task
- Next month's activities by task

**8. Cooperative Features:** If assistance in the form of personnel, data, or equipment is required from other organizations, the proposal must describe the plans, including letters of commitment for obtaining such help or information.

**The contract will be considered complete upon acceptance of the final report by the Arizona Department of Transportation.**

### **Project Schedule and Compensation**

**Total cost of this project is not yet determined.** The project is to be completed within **9 months** from the date of the notice to proceed. All work and the study's products shall be completed to the satisfaction of the Arizona Department of Transportation.

The Consultant will submit invoices based upon milestone deliverables associated with each work task. These milestones will be determined by the ADOT Project Manager and the selected firm. Ten (10) percent of the Consultant's milestone billing will be withheld pending official acceptance of the final report by the Arizona Department of Transportation.

Milestones: Present the anticipated milestones upon which invoicing will be based for reimbursement. Include payment percentages and associated dollar amounts for each milestone.

Invoices: Invoices shall be submitted upon the completion of mutually agreed-upon milestones. Whenever possible, milestones should be tied to deliverables. Payment will be made upon final approval of completed milestones by the ADOT Project Manager. Ten (10) percent of the consultant's billing will be withheld, pending official acceptance of the final report. Suggested milestones are listed below:

Work Task 1  
Working Paper 1  
Working Paper 2  
Working Paper 3  
Final Report and Executive Summary

### **Submittal Requirements**

In addition to content requirements, proposals must meet the following requirements to be considered responsive.

**A maximum number of 50 pages allowed for this proposal.** The proposal (11 copies) must be submitted on single sided typed 8.5"x11" paper (including charts, diagrams, tables, etc.). The 50-page limitation applies to all sheets in the response, including but not limited to: letter of transmittal, cover sheet(s), table of contents, text, graphs, divider sheets, tab sheets, index and appendices.

For the prime consultant and all sub-consultants listed in the proposal provide name of contact person, address, phone number, and fax number.

Proposals not meeting all submittal requirements will be considered non-responsive and will not be evaluated. ADOT assumes no obligations of any kind for expenses incurred by any response to this solicitation.

### **Project Management**

Any questions regarding this Task Assignment should be directed to:

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